

INMATE INFORMATION HANDBOOK



FEDERAL BUREAU OF PRISONS

**FCI/SCP GILMER
GLENVILLE, WEST VIRGINIA**

Revised on 08-2009

Introduction

The purpose of this handbook is to provide inmates arriving at FCI/SCP Gilmer with information regarding the Bureau of Prisons (BOP), its programs, and the rules and regulations encountered during confinement at FCI/SCP Gilmer. It is not a specific guide to the detailed policies of the BOP. This information will be made available during the institution's Admission and Orientation Program. The material in this handbook will help new inmates quickly understand the prison environment and assist with initial adjustment to incarceration at FCI/SCP Gilmer.

INTAKE, CLASSIFICATION AND THE UNIT TEAM

Orientation

Immediately upon arrival inmates are screened by staff who work in Unit Management, Health Services, and Psychology Services Departments. Inmates are given a social screening by Unit Management staff and a medical screening by Health Services staff at the time of arrival and later by the Mental Health staff. In addition, inmates are immediately provided a copy of the institution rules and regulations, which include information on inmate rights and responsibilities.

During the first two to four weeks after an inmate's arrival at FCI/SCP Gilmer, the inmate will be initially assigned to the Admission and Orientation (A&O) Program. While in A&O, inmates are advised of the programs, services, policies and procedures regarding the facility, and they will receive information from staff regarding institutional departmental programs and operations.

Classification Teams (Unit Teams)

Inmate classification and management at FCI/SCP Gilmer are organized into a Unit Management System. A unit is a self-contained inmate living area which includes housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for the inmates living in the unit. The unit offices are located in the units so staff and inmates can be accessible to each other. The unit staff typically includes a Unit Manager, Case Manager, Correctional Counselor, and Unit Secretary. The Staff Psychologist, Education Advisor, and Unit Officer are also considered members of the Unit Team, and they provide input for classification purposes and inmate life skills development.

Inmates are assigned to a specific Unit Team. Generally the resolution of issues or matters of interest while at the institution are most frequently handled by the Unit Team. The Unit Team members are available to assist in many areas to include, parole matters, release planning, institutional concerns, personal issues, family problems, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution from 7:30 a.m. to 9:00 p.m. on weekdays, and from 7:30 a.m. to 4:00 p.m. on weekends and holidays. The Unit Team schedules their working hours to ensure staff is available to meet the needs of the inmates.

GENERAL FUNCTIONS OF UNIT STAFF

Unit Manager: The Unit Manager at the FCI and the Camp Administrator at the SCP are the administrative heads of the general unit and oversees all unit programs and activities for inmates residing in their general housing unit. He or she is a Department Head and has a close working relationship with other departments. The Unit Manager reviews all team decisions, and chairs the Unit Discipline Committee which is a body which hears prohibited disciplinary infractions.

Case Manager: The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, life skills development goals, correspondence, and other materials relating to an inmate's confinement. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager serves as a member of the Unit Discipline Committee.

Correctional Counselor: The Correctional Counselor provides counseling and guidance for the inmates regarding institutional adjustment, personal difficulties, and life skills development plans for the future. He or she plays a leading role in segments of unit programs relating to inmate activities, and they ensure inmate sanitation responsibilities are maintained at all times. The Counselor will visit inmate work assignments regularly to assess work performance. The Counselor serves as a member of the Unit Discipline Committee.

Unit Secretary: The Unit Secretary performs clerical and administrative duties for unit staff.

Unit Officer: The Unit Officers have direct responsibility for the daily supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in units and are encouraged to establish professional relationships with them.

Communications

There will be a unit staff member available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards contain written communication of interest to inmates. The Unit Managers will utilize monthly Town Hall meetings to dispense information and foster improved communications.

Program Reviews

Inmates who have been initially designated to FCI/SCP Gilmer will receive initial classification within 30 days of their arrival. Inmates who transfer from another facility or who are parole/supervised release violators will be teamed within 14 days of their arrival.

Subsequent program reviews will be held every 90 to 180 days. These are held by the Unit Team to review programs, work assignments, transfers, custody, institutional adjustment, etc. Inmates may not waive their appearance to attend their scheduled program review. Additionally, inmates may request an unscheduled program review by submitting a written request to the Unit Manager.

Town Hall Meetings

Town Hall meetings are held monthly in each unit. These meetings are held to make general announcements and to discuss any changes in local and national policy and/or relevant issues. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or issues. Personal issues will be addressed by unit staff at an appropriate time and place for individual privacy.

Team Participation in Parole Hearing

The Case Managers prepare Progress Reports with input from the Unit Team, and other departments for delivery to the U.S. Parole Commission.

The inmate's Case Manager will ordinarily be present at the parole hearing. The Case Manager's function at the hearing is to assist the parole examiners by providing input of inmates overall adjustments and participation.

Treaty Transfer for Non-U.S. Inmates

Inmates who are not U.S. citizens may be eligible for a transfer to a prison in their home country to serve the remainder of their sentence. This is possible for inmates whose country has a formal prisoner exchange treaty with the United States. The Unit Team will provide information about these transfers and will inform inmates if their home country has a formal exchange treaty with the United States.

Sanitation

It is the inmate's responsibility to check his cell/cubicle immediately after being assigned and report all damages to the Unit Officer, Unit Manager, Case Manager, or Correctional Counselor. An inmate may be held financially liable for any damage to his personal living area.

Each inmate is responsible for making his bed in accordance with posted regulations before work call (including weekends and holidays). Each inmate is also responsible for sweeping and mopping his cell/cubicle floor, removing trash, and ensuring his room is clean and sanitary. Cardboard boxes and other paper containers are not permitted for storage due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Chairs are **not** allowed in the inmate living areas, except in the SCP. In addition, no sexually explicit pictures or materials are authorized for placement in the living area.

All personal property, food, Commissary items, etc., should be kept inside the lockers. Reading materials, such as books, magazines, Bibles, and newspapers, may be stored neatly on top of the lockers, if space is not available inside the locker. Locker tops should be neat and organized with no clutter. No items other than books and magazines can be placed on top of the lockers. Excessive magazines, newspapers or books will be confiscated and disposed of in accordance with policy.

Grooming

Responsibility: It is the responsibility of each inmate to present himself in a clean, acceptable manner of dress in all areas of the institution. Inmates are permitted to select the hair style of personal choice, but are expected to maintain cleanliness and dress in keeping with the standards and the security, good order, and discipline of the institution. Each staff member is responsible for enforcing the guidelines of this policy.

Dress Code: Inmates may go to the morning and evening meals during the week and all meals on weekends and holidays in recreational attire. Inmates will have their shirts buttoned and tucked inside their pants and their belts buckled. Shoes should be kept clean and tied. Inmates will either be in their work uniforms (Monday through Friday during working hours) or in recreational attire.

Inmates are required to wear khaki clothing to enter the dining hall during lunch. Inmates are not allowed to mix and match khaki clothing with sweat pants and/or shirts. Recreational clothing may be worn in the dining hall during morning meals, after the 4:00 p.m. count and at all meals on weekends and holidays. All head gear (excluding approved religious head wear) must be removed prior to entering the dining hall. Shoes must cover the entire foot. No sandals, flip-flops, etc. Shirts will be tucked in at all times, upon departing housing unit.

Inmates will not be allowed to lounge around the unit in pajamas or robes. Inmates in the unit with scheduled days off, will be dressed in an appropriate inmate uniform, shorts and shirt or sweats.

Normally, the full prescribed issue of work clothing, if clean and neat, is appropriate for wear in any area or at any activity. During periods of movement on workdays the full inmate uniform, including shirt, will be worn.

Shirts: Inmates will be expected to button their shirts but may leave the top two buttons unbuttoned. All shirts, including t-shirts, will be tucked in, aside from t-shirts when an inmate is leaving his housing unit to go to the Recreation Department or returning to his housing unit from the Recreation Department. The outer buttoned shirt may removed on designated outside work details such as mowing or other heavy manual labor and when participating in athletic events as long as a t-shirt is underneath. Shirts may not be worn with the collar turned up or rolled under. Inmates may not wear shirts in a one sleeve up, one sleeve down fashion. Sleeveless shirts will not be worn in the dining hall.

Undershorts: No undershorts will be worn as an outer garment or displayed on the outside of any clothing at anytime.

T-shirts: Institution issued t-shirts may be worn as an outer garment work shirt on outside work details. On all other details, the uniform work shirt will be worn. On details with unique safety considerations, certain equipment and clothing requirements will be mandated.

Pants: Inmates are required to wear their pants around the waist with pants legs extended to the ankle and properly hemmed. Inmates will wear any and all pants snug around the waist at all times. Additionally, inmates are not permitted to blouse or cuff their pants legs in any fashion. Inmates may not tuck their pant legs inside their shoes or socks unless working on a job or detail using high top boots. Inmates are also required to wear properly fitted pants. Inmates may not pleat the waist area of their issued pants in any fashion. Finally, inmates may not wear pants with the pockets pulled inside out. All elastic waistband pants belong to R&D and must be returned there once a clothing issue has been received.

Footwear: The following work details will be required to wear safety shoes while on the job as mandated by the Safety Shoes Institution Supplement:

DETAILS:

(a) Commissary	(h) Vocational Training
(b) Facility Department	(i) Recycling
(c) Food Service	(j) Laundry
(d) Warehouse	(k) Power House
(e) Receiving and Discharge	(l) Tool Room
(f) Mail Room	(m) Safety Department/
(g) Garage	Safety Warehouse

Shower shoes or slippers will not be worn outside the housing units. Inmates with foot problems must receive written authorization from Health Services Department, in the form of non steel-toe shoe permit to wear soft shoes on their job.

Athletic Clothing: Athletic clothing, shorts, sweat suits (or any part of) may be worn to the evening meal on regular work days, to all meals on weekends and holidays, to the recreation yard and in the housing units. Except when on the recreation yard, a t-shirt or other approved shirt must be worn. Athletic clothing will not be worn inside out or in an excessively baggy manner.

Inmates may, but are not required to write their name and register number on personal athletic clothing. If an inmate desires to place his name and register number on his athletic clothing the following guidelines will be adhered to: athletic tops will be marked on the left front breast and athletic pants will be marked on the left front at the waist level. Inmates may only place their last name and full register number on their clothing and only black ink will be used. Any athletic clothing marked with any color other than black, and with anything other than the inmate's last name and register number, will be confiscated. Inmates should also realize that if they choose to place their name and register number on clothing items that the clothing items may be considered contraband at another institution.

Gloves: Detail supervisors may issue gloves for specific work assignments. The issue gloves will not be removed from the inmate work area and will be accounted for. Special rubber gloves will be provided for orderlies or other tasks for sanitary reasons. Latex surgical gloves will not be authorized for inmate use except for prescribed medical purposes. Handball gloves and fingerless athletic gloves are authorized for use in the recreation areas only. No Government issued work glove may be utilized for personal or recreational purposes.

Headgear: Only headgear issued by the institution, sold in the commissary, or approved by Religious Services is authorized. Inmates will not be allowed to wear sunglasses on any inside work detail unless approved by Health Services. Baseball style hats will be worn appropriately with the sun visor pointed forward.

Altered Clothing: Any personal clothing that is pegged, tapered, dyed, fitted, marked, written upon or otherwise altered from the original manufacturer's condition will be considered contraband and confiscated. The manufacturing, fabrication or knitting of any clothing or headgear is prohibited.

Food Service Issued Clothing: Food Service whites are authorized for Food Service workers and will only be worn at work. Food Service whites will **NOT** be worn in the recreation yard, education, or visiting room.

Belts: Belts must be worn and must be kept buckled and centered when worn. Belts are not to be excessively long or hang down below the waist at any time.

Coats: Inmates may not wear issued coats inside out. The attached headgear (hood) will not be worn in the dining hall.

Dining Room: Inmates will be in work uniform for the noon meal through the work week, Monday through Friday. No personal property will be allowed in the dining room, including mugs, jugs. No Commissary items are allowed to be taken into Food Service, except for spices and Tabasco Sauce, in their original container, which are sold in the commissary. Small, single use food items (e.g. soda, tuna, sardines, etc.) are permitted but must be consumed in the dining room and will not be allowed to leave the dining room.

All hats and non-prescription sunglasses must be removed upon an inmate entering the dining hall, unless authorized by the Religious Services Department.

Additionally, sleeveless shirts will not be worn in Food Service. Food Service inmates on duty status will have their shirts tucked in and wear a protective hat authorized by the Food Service Administrator.

Inmate Organization Clothing Items: None are permitted.

Personal Appearance: Policy requires that hair be neat and clean, that inmates be clean shaven in facial areas where mustaches or beards are not worn, and that regular bathing be maintained. Additionally, inmates may not cut into or shave in any letters, numbers, or insignia to their beards, hair, or mustaches.

- (1) **Mustaches and Beards:** Mustache and beard guards will be worn by Food Service workers on the serving line and salad bar. Guards will be worn in other areas when it is determined by the supervisor to be a safety requirement.
- (2) **Hairpieces:** Inmates may not wear wigs or artificial hairpieces.
- (3) **Hair Length:** There will be no restriction of hair length as long as it is neat and clean. Inmates with long hair will be required to wear a cap or hair net when working in Food Service or when long hair could result in an increased likelihood of work injury.
- (4) **Personal Hygiene:** Articles necessary for maintaining personal hygiene will be made available through institution issuance and the commissary. Doo-Rags will NOT be worn outside of the inmate housing units.

Examples of articles to be available are: soap, toothbrush, toothpaste or powder and comb.

Personal Property Limits

Items which may be retained by an inmate are limited for sanitation and security reasons to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. The following list is not all-inclusive, but is a guide to the kind of items an inmate may be authorized: legal materials (limited to active cases only), five books, one photo album, and two deodorants. For an inclusive list refer to the Program Statement pertaining to Inmate Personal Property. The amount of personal property each inmate is allowed is limited to those items which can be neatly and safely placed in the locker.

Storage Space

Storage space in the units consists of an individual locker. Locks may be purchased in the institution commissary to secure personal items. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security or safety hazard.

Clothing

Civilian clothing of any type, except athletic apparel, is not authorized. All clothing, except socks, is stamped with a bin number which identifies the items, and they must be neatly stored in the locker. Individual wash cloths and towels are issued to inmates. Authorized footwear includes: one pair of steel-toed safety shoes (or a medically-authorized replacement), one pair of shower shoes, one pair of slippers, two pairs of tennis shoes, and one pair of black Visiting Room shoes. Footwear will be placed neatly under the bed. Inmates are **not** permitted to wear khaki shirts / pants with sweat shirts / pants (no "mix and match").

Legal Materials

Inmates are allowed to maintain legal materials, which are limited to active cases, in their locker.

Commissary Items

The total value of an inmate's accumulated Commissary items (including special purchases) will be limited to the monthly spending limit which increased in March 2002 to \$290.00.

Food Storage

Food items left open create a health hazard. These items must be properly sealed at all times. Empty jars may not be used as drinking containers and are to be thrown away. Empty containers may not be used for any purpose except the original intended purpose.

Letters, Books, Photographs, Newspapers, and Magazines

An inmate will be limited in the number of magazines and newspapers stored in their locker. The limit for magazines is no more than five per inmate, and the limit for books is no more than five per inmate. Local newspapers are not allowed after they are three days old and non-local newspapers may be retained for a period of ten days. Only picture frames sold in the Commissary may be displayed. Nothing is to be tacked, stapled, or scotch taped to any surface.

Radios and Watches

Inmates are limited to one walkman-style radio with ear-buds, purchased through the Commissary. An inmate is limited to one watch. Only those watches sold through the Bureau of Prisons institution Commissary will be allowed. Watches and radios will have the inmate's Register Number engraved on them at the time of sale. While an inmate is in holdover status, he may not purchase, own, or possess a radio, or watch. Inmates may not give any items of value to another inmate, i.e., radio, watch, shoes, or any Commissary items.

Jewelry

Inmates may have a plain wedding band (without stones) and, with prior approval from Religious Services staff, a religious medal without stones.

Smoking

FCI Gilmer is a non-smoking facility. Any use or possession of tobacco products will result in disciplinary action.

Quarters Rules:

The following quarters rules are expected to be followed:

- All beds are to be made daily in the prescribed manner. Beds will be made by 7:30 a.m. during the weekday. On weekends and holidays, beds will be made whenever inmates are awake or away from the cell. At no time will a mattress be removed from a bunk and placed on the floor. If a cell or room is not acceptable, disciplinary action will be taken.
- Unit meal rotation is based on the weekly sanitation ratings of each unit. The unit with the highest sanitation is called first, and the unit with the lowest rating is called last.
- Cell doors are closed when not occupied.
- No running in the housing unit.
- Each inmate is responsible for the cleaning and sanitation of his cell.
- Orderlies work 40-hour weeks and are responsible for the unit sanitation. However, everyone is responsible for cleaning up after themselves. Trash receptacles and wastebaskets are to be emptied prior to 8:00 a.m. each day.
- Provocative pictures, posters, cartoons, and any items cut out of magazines may not be displayed in any cell or dorm.
- Showers are available every day, but inmates may not be in the shower during an official count. Food Service workers and others with irregular work shifts may shower during the day as long as showering does not interfere with the cleaning of the unit or does not occur during count.
- Personal radios may be played in an individual's cell, but ear-buds must be worn.
- Unit televisions may be viewed during established off-duty hours, which generally coincide with the hours rooms are unlocked in the facility. All unit televisions will be turned off at 11:30 p.m. each night. Ordinarily, televisions will be designated for varying categories, i.e., sports, news, movies, and general programming. Consideration will be given for special events, with regard to the hours of operation and the category designation of the televisions.

Wake-up

A general wake-up for all inmates is 6:00 a.m. The unit is called to breakfast by the Correctional Services Department on the basis of a meal rotation. The Unit Officer will announce breakfast when notified, and the Control Center will announce meal times. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast. It is the inmate's responsibility to leave the unit for work. Inmates who are unable to arrive at work on time are subject to disciplinary action.

Clothing Exchange & Laundry

The hours of operation are as follows: **6:15 a.m. to 7:15 a.m. Monday - Friday.** A Laundry Foreman will be on duty at the above time to handle your requests. Clothing exchanges will be accomplished according to the last two digits of your inmate register number. The following is the schedule for clothing exchange:

Numbers Ending 00-24 Monday
Numbers Ending 25-49 Tuesday

Numbers Ending 50-74 Wednesday
Numbers Ending 75-99 Thursday

Example: 12345-000 exchanges on Tuesday

The following items can be exchanged Monday - Thursday on a one for one basis: **blankets, sheets & pillowcases. Pillows and mattresses** will be cleaned upon request; bring your pillow or mattress to the Laundry on your assigned day, and this service will be performed. The Laundry Department will only launder institutional clothing for SCP and FCI inmates. FCI inmates will take personal clothing to the unit's Laundry Rooms, per the rotation posted in the units. Clothes will be laundered by Laundry Room detail workers. Laundry supplies (e.g. detergent, etc.) must be purchased in the Commissary and provided by the inmates. If an inmate cannot afford laundry supplies, the institution Laundry Department will continue to launder personal clothing, per the rotation noted above. Inmates must receive prior approval from the Unit Manager before taking personal clothing to the Laundry Department for laundering. No personal clothing will be laundered for SCP inmates; however, if an inmate at the SCP is indigent, then laundry detergent will be provided.

Commissary

Inmate funds are retained by the institution in a trust fund account. Funds from the individual account may be withdrawn by use of a commissary card for personal spending in the institution Commissary. Funds may be withdrawn from the account for family support, or other approved purposes. Accumulated institution earnings and funds sent from outside resources are given to the inmate upon release, or may be mailed home.

The Commissary access time for inmates in each unit is scheduled on a rotating basis. The schedule is posted in the unit and on the Commissary item sheet. It is the inmate's responsibility to know the amount of money available in his Commissary account. Inmates may check on their account balance via the inmate telephone system or by using the AIM machine by Commissary.

The following is the schedule for shopping at the commissary:

Numbers ending 00-24 Monday
Numbers ending 25-49 Tuesday
Numbers ending 50-74 Wednesday
Numbers ending 75-99 Thursday

Borrowing commissary items from other inmates is not allowed. Special purchase items such as watches and radios require approval of the Unit Manager.

Spending Limitations

Effective March 2002, inmates are permitted to spend up to \$290.00 each month for purchases. Once a month, each inmate account is "validated," meaning it is the beginning of the spending period. Validation dates are spaced out using a system linked to inmate registration numbers; this spreads spending activity evenly throughout each month.

Deposits to Accounts:

Deposits to commissary accounts from outside sources will be made through the mail, and the deposits are credited by mail room staff. Deposits may be made in the form of U.S. Postal Money Orders, U.S. Treasury Checks, or State Checks (check or money order must be made out in the inmate's name, and include a registration number), or cash (not recommended). Western Union Money Orders and all other types of domestic money orders and checks may be subject to a 15-day hold before being posted to the inmate's account. All non-domestic or foreign checks will be held for 45 days before being posted.

Commissary Fund Withdrawals

A standard form is provided by the institution for the withdrawal of inmate funds from Commissary accounts. Unit Managers can approve withdrawals from the trust fund account to send funds to dependants and other family members, or for the purchase of flowers, payment of a telegraph, postage costs, and for the purchase of special discharge clothing. The Unit Manager can also approve withdrawals for the payment of fines, restitution for losses, legitimate debts and other obligations such as court fees, attorney fees, birth certificates, expenses, trips, bedside visits, funeral trips, and the purchase of legal books. The Associate Warden of Programs is the approving official for inmate contributions to recognized charities, and withdrawals exceeding \$250.00. Withdrawals for education and leisure time items are approved by the Supervisor of Education.

SECURITY PROCEDURES

Counts

Staff will count inmates on a regular basis. During count, inmates are expected to stay quietly in their cells/cubicles until the count is announced as clear. The inmate is expected to be standing at bedside during official counts held during non-bedtime hours.

When a count is announced, each inmate must return to their cell and remain there quietly until a clear count is announced. Official counts will be taken at 12:00 midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m., and 9:00 p.m. Additionally, a count will be conducted at 10:30 a.m. on weekends and holidays.

Disciplinary action will be taken if an inmate is not in his assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is clear. The inmate must actually be seen at all counts, even if the inmate must be awakened.

Call-Outs

Call-outs are a scheduling system for appointments (which include medical, dental, educational, team meetings, and other activities) and are posted each day on the unit bulletin boards after

4:00 p.m., on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis; all scheduled appointments are to be kept. If an inmate is in need of routine medical attention, please go to the Health Services Department on Monday, Tuesday, Thursday, or Friday morning between the hours of 11:45 a.m. and 12 noon for medical triage. Illnesses of an emergency nature are exceptions. Inmates should report illnesses/emergencies to a staff member, who will in turn contact Health Services staff to determine an appropriate course of action.

Inmate Accountability

Upon arrival inmates will be issued a color coded picture identification card and breakaway neck strap. This card and strap are to be visible to staff for identification purposes and worn at all times inmates are out of their cell/cubicle. This includes leisure time within the quad. Failure to wear the identification card or properly display the card will result in disciplinary action.

Pass System/Controlled Movement

FCI Gilmer will utilize a combination pass system/controlled movement during regular business hours throughout the week.

Inmates who work in the Facilities Department will be issued a pass by their CMS foreman to complete work projects in other areas of the institution. The inmate must present this pass to a receiving staff member, who will record the time of the inmate's arrival at the work site. Upon completion of the assigned task, the receiving staff member will record the inmate's departure time on the pass, and the inmate will either return to his CMS foreman or go to the next work project area, as noted on the pass. All passes will be returned to the supervising foreman upon completion of the assigned task(s). As previously stated, ten minutes is allotted for an inmate to travel from one area to another.

When the inmate returns to CMS, the foreman who issued the pass will write on the pass the time of the return and initial. The staff member who originally issued the pass will then keep the pass. At the end of each day, staff will turn in all passes to the Correctional Services Department.

All other inmate moves for Call Outs, etc., will be conducted during regularly scheduled controlled movements, which allow an inmate ten minutes of time to move to any authorized area.

IF MORE THAN TEN MINUTES IS USED TO TRAVEL FROM ONE AREA TO ANOTHER, THE INMATE IS SUBJECT TO DISCIPLINARY ACTION.

In the evenings, Monday through Friday, the first controlled movement will usually begin at the end of the evening meal. This means that, after the evening meal, inmates may go to any unrestricted area of the institution during these hourly moves. On Saturdays, Sundays, and holidays, the first controlled movement will begin at the end of the morning meal.

Contraband

Contraband is defined as any item not authorized or issued by the institution, received through approved channels, or purchased through the Commissary. All staff is alert to the subject of contraband and makes an effort to locate, confiscate, and report contraband in the institution. Each inmate is responsible for all items found in their assigned living area and should immediately report any unauthorized item to the Unit Officer. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from another inmate; items purchased in this manner are considered contraband and will be confiscated. An altered item, even if an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institution rules and the cost of the damage will be the responsibility of the inmate.

Shakedowns

Any staff member may search an inmate's cell at any time to locate contraband or retrieve stolen property. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

Drug Surveillance

FCI/SCP Gilmer operates a drug surveillance program which includes mandatory random drug testing, as well as, testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate refuses, the inmate will be subject to disciplinary action.

Alcohol Detection

FCI/SCP Gilmer also operates an alcohol surveillance program which includes random alcohol testing of the inmate population, as well as, testing of those suspected of alcohol use. A positive test or refusal to submit to the test will result in disciplinary action.

Fire Prevention and Control

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards are not authorized in any areas. In addition, regular fire and safety inspections are made at this institution by staff.

PROGRAMS AND SERVICES

Job Assignments

All inmates are expected to maintain a job assignment. Many job assignments are controlled through a Performance Pay System, which provides monetary payment for work. Federal Prison Industries has a separate pay scale. Unit Managers approve all job changes and ensure the changes are posted on the Daily Change Sheet.

Institution maintenance jobs are usually the first assignment an inmate receives. These jobs might include work in Food Service, in the unit, or in a maintenance shop. FCI Gilmer has a significant number of inmate jobs in the factory operated by Federal Prison Industries, also known as UNICOR. Inmates wishing to work in UNICOR are placed on a waiting list for factory employment. UNICOR employs and trains inmates through the operation of factories producing high-quality products and services for the Federal Government. In addition, UNICOR earnings fund other inmate programs, and pre-industrial training to prepare inmates for employment.

Steel-toed safety shoes must be worn to work as designated in policy.

Food Service

Inmates are provided nutritious and appealing meals. Self-service meal operations for general population inmates may include features such as salad bars, special diet options and no flesh meal alternatives.

Removal of food from the dining room is not permitted.

Shoes are to be worn in the dining room area.

Education Programs

The Education Department supports a learning experience supported by academic, comprehensive occupational and vocational programs. It is with this learning experience in mind that the staff is committed to assist each inmate in attaining personal educational and occupational goals. In fulfilling its function as a center of learning, the Education Department offers programs and services in the following areas:

1. Literacy Program/General Education Development
2. English as a Second Language (ESL)
3. Post Secondary Education-PS (College/Correspondence)
4. Occupational Education (Vocational/Apprenticeships)
5. Parenting
6. Adult Continuing Education (ACE)
7. Career Counseling/Pre-Release

Per Policy, with a few exceptions, all Federal inmates who do not have their high school diploma or a GED must enroll in the literacy program for a minimum of 240 hours. Inmates may request via cop-out (Inmate Request to Staff) to be removed from the literacy program after obtaining 240 hours of "Satisfactory" work; however, if the inmate is sentenced under the VCCLEA or PLRA, Good Conduct Time (GCT) may be affected.

Inmates who are not functioning at an eighth grade English level (reading, speaking & comprehension) will also be placed in the English as Second Language class (ESL). The exception to this rule would be if an inmate is a deportable alien sentenced under VCCLEA/PLRA. In order for a deportable alien to vest their earned GCT or be eligible for the maximum amount of GCT, deportable aliens who do not have a verified high school diploma or a GED and are sentenced under the VCCLEA/PLRA must follow the satisfactory progress provision of these laws. P.S.5350.28 17b.

Training

Training in various occupational areas will be offered at FCI/SCP Gilmer.

Recreation and Leisure Activities

Recreation and leisure time activities are supervised by the Recreation Department. These programs include indoor and outdoor activities and range from individualized arts and crafts programs to intramural team sports such as softball, basketball, soccer, and volleyball. Physical fitness and wellness programs are important activities for inmates and contribute to positive mental health, good interpersonal relations, and stress reduction. In addition inmates learn to use their free time constructively by participating in physical fitness classes, aerobic exercise, and hobby craft activities. The inmate Smoking Cessation Program is designed to offer the inmate population a viable method to stop smoking. This class will be available to all inmates. Inmates can submit a BP-S148.055: Inmate Request to Staff Member to the Recreation Department. When twenty-five (25) inmates have submitted a request then a class will be offered. If the Recreation Department does not receive enough requests, the class will only be offered once a year.

Hobbycraft Materials

Hobbycraft raw materials such as leather, paints, and brushes must be stored in the Recreation Department hobby craft area space. Disposal or forwarding of completed projects must be done through the Recreation Department during assigned mail-out days, within 30 days of completion. The completed project must be forwarded to someone on the inmates approved visiting list. Hobbycraft items of any kind are not permitted in the housing unit.

Sports

All sporting activities will be held in the recreation area. The Recreation Department sponsors structured leagues for softball, soccer, and basketball. Tournaments and minor leagues are held for volleyball, handball, horseshoes, boccie, billiards, and several table games. Inmates who wish to play "pick-up" games may do so by checking out the needed equipment from the equipment check-out room.

Leisure Time Activities

Leisure time activities include board games, cards, dominoes, television viewing, and Bingo. Inmates may participate in some of these leisure activities in their unit. The band/music program, hobby craft programs, music listening, wellness & fitness research and walking or running may be offered by the Recreation Department, as well.

Musical Instruments

The Recreation Department has a limited number of musical instruments for the inmate population. These instruments are maintained for check-out or class instruction as available and may not be removed from the department.

Religious Services

The Religious Services Department provides pastoral care, counseling, and a variety of religious programs to assist in one's spiritual formation. There are regularly scheduled services, studies, special programs, holy days, and periodic guest speakers who speak on a variety of faith issues.

The staff chaplains are also assisted by contract staff and volunteers. The Religious Services Department staff invites each inmate to actively involve themselves in religious programs and spiritual formation.

Counseling Activities

There are many alternatives for inmates who have personal problems and desire to seek help. These options include Self-Image groups, Psychology Services, and other voluntary groups conducted by Correctional Counselors. Inmate participation in these activities will be encouraged upon staff's assessment of inmate needs, but participation in such activities is voluntary.

Psychology and Psychiatry Programs

The Psychology Services Department consists of two Psychologists, one Drug Treatment Specialist, and a Psychology Secretary under the direction of the Chief Psychologist. Each unit has an assigned psychologist available to provide counseling, and other mental health services. The Psychology Services Department offers a wide range of group educational programs including stress management, anger management, and smoking cessation, as well as other similar programs.

In addition to the above programs, a variety of services are available with respect to drug treatment. They are Drug Education and Non-Residential Drug Treatment.

Escorted Trips

Bedside visits and funeral trips may be authorized for inmates in lower custody categories, when an immediate family member is seriously ill, in critical condition, or has passed away. Depending on the inmate's custody classification, one or two Correctional Officers will escort the inmate. All expenses will be the responsibility of the inmate, except for the first eight hours of each day the employee is on duty. There are occasions when an escorted trip is not approved, even when all policy-required conditions have been met. These instances are based on a determination that the perceived danger to BOP staff during the proposed visit is too great, or the individual inmate's security concerns outweigh the need to visit the community.

Central Inmate Monitoring System

The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIM case does not prevent an inmate from participating in community activities. All inmates who are designated as a CIM case will be so notified by their Case Manager.

Marriages

If an inmate wishes to be married while incarcerated, the Warden may authorize him to do so under certain conditions. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses. The marriage must not present a security risk to the institution.

If an inmate requests permission to marry he must:

- Have a letter from the intended spouse which verifies her intention to marry.
- Demonstrate legal eligibility to marry.
- Be mentally competent.

Barber Shop

Haircuts and other hair care services are only authorized in the barber shop. Hours of operation will be posted in each of the housing units and the barber shop.

Medical Services

The overall Bureau health care delivery system includes local medical facilities, and other major medical facilities, if deemed necessary. Locally, on-site medical care is available from 6:00 a.m. until 8:30 p.m. each day. All inmates' health care will be provided by the Physician and the Physician's Assistant. All healthcare issues should be addressed through Sick Call procedures.

Inmates over the age of 50 may request a physical exam to include a rectal exam every year. Inmates under the age of 50 may request a physical exam every two years.

Inmates who wish to be seen will report to medical triage between 6:50 a.m. and 7:10 a.m., on Tuesday, Thursday, or Friday. Each inmate will sign in the Log Book. At that time, the inmate will complete the Medical Triage Form. Each case will be evaluated and given an appointment. According to the type and severity of an inmate's medical complaint, some appointments will be scheduled up to two (2) weeks later, in accordance with national triage guidelines. INMATES MUST HAVE THEIR IDENTIFICATION CARD WITH THEM & BE IDENTIFIED PRIOR TO BEING GIVEN NON-EMERGENCY, MEDICAL ATTENTION.

Inmates who become acutely ill after the regular medical triage period should ask their work supervisor or unit officer to call the Health Services Department for further instruction.

Inmates in the Special Housing Unit (SHU) are unable to sign up for this procedure. For this reason, a medical staff member tours the unit at least once a day. All inmates housed in SHU will need to complete a Medical Triage Form prior to being seen by the designated primary care provider. These forms may be obtained from the SHU Officer or the Health Services Department staff member who is making daily rounds in SHU. Any acute illnesses or emergencies should be reported to the SHU Officer, who will contact the Health Services Department for appropriate instructions. All other care will be scheduled through the inmate's designated primary care provider.

Urgent Care

All urgent care situations or injuries will be given priority for treatment. Appropriate medical care will be provided by the Health Services staff. Inmates should report all injuries to their detail supervisor or to the nearest staff member.

Medical coverage on evenings, weekends, and holidays is for the treatment of acute medical problems only. Medical staff is available from 6:00 a.m. until 10:00 p.m., seven days per week. All illnesses will be reviewed by primary care providers.

Medications - Pill Line

Controlled medications are dispensed at the Health Services Department (the pill line) during specified time periods. Inmates in detention or segregation are provided their medication by Health Services staff in their cells. All psychotropic medications are crushed prior to administering. All inmates are required to present their identification cards at the pill lines. Pill line times will be posted for reference.

On-the-job Injuries

If an inmate is injured while performing an assigned duty, he must immediately report this injury to his work supervisor. The work supervisor will then report the injury to Health Services staff and the institution Safety Department. The inmate may be disqualified from eligibility for lost-time wages or compensation if he fails to report a work injury promptly to the work supervisor.

If injured while performing an assigned duty, and the inmate expects to be impaired to some degree, he may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

Health Services Rights and Responsibilities

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner which recognizes your basic human rights, and you also accept the responsibility to respect the basic human right of your health care providers.

- 1) Right - You have the right to health care services, in accordance with the procedures of this facility. Health care services include medical triage, dental triage, and all support services. In the event of an emergency, contact the nearest staff member.

Responsibility - You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans established for you by the facility's health care staff, including proper use of instructions given by your health care provider.
- 2) Right - You have the right to be offered the chance to obtain a Living Will (at your own expense), or to provide the BOP with Advance Directives which would provide the Bureau of Prisons with instructions if you are admitted as the inpatient of a hospital.

Responsibility - You have the responsibility to provide the BOP with accurate information to complete this agreement.
- 3) Right - You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

Responsibility - You have the responsibility to maintain your health and not to endanger yourself or others, by participating in activity which could result in the spreading or catching of an infectious disease.
- 4) Right - You have the right to know the name and professional status of your health care providers.

Responsibility - You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
- 5) Right - You have the right to be treated with respect, consideration, and dignity.

Responsibility - You have the responsibility to treat staff in the same manner.
- 6) Right - You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.

Responsibility - You have the responsibility to keep this information confidential.
- 7) Right - You have the right to be examined in privacy.

Responsibility - You have the responsibility to comply with security procedures.
- 8) Right - You have the right to obtain copies of certain releasable portions of your health record.
Responsibility - You have the responsibility of being familiar with the current policy to obtain these records.
- 9) Right - You have the right to address any concern regarding your health care to any member of the institution staff including the physicians, the Health Service Administrator, the members of your Unit Team, and the Warden.

Responsibility - You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open house, or the accepted Inmate Grievance Procedures.
- 10) Right - You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

Responsibility - You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
- 11) Right - You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

Responsibility - You have the responsibility to eat healthily and not abuse food or drink.
- 12) Right - You have the right to request a routine physical examination, as defined by Bureau of Prisons Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year).

Responsibility - You have the responsibility to notify medical staff if you wish to be examined.
- 13) Right - You have the right to dental care as defined in Bureau of Prisons Policy to include preventive services, emergency care, and routine care.

Responsibility - You have the responsibility to maintain your oral hygiene and health.
- 14) Right - You have the right to a safe, clean and healthy environment, including smoke-free living areas.

Responsibility - You have the responsibility to maintain cleanliness, safety, and be considerate of others. You have the responsibility to follow smoking regulations.

- 15) Right - You have the right to refuse medical treatment in accordance with Bureau of Prisons Policy. Refusal of certain diagnostic tests for infectious diseases can result in disciplinary action. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.

Responsibility - You have the responsibility to notify Health Services staff regarding any ill-effects which occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

CONTACT WITH THE COMMUNITY AND PUBLIC

Correspondence

In most cases, inmates are permitted to correspond with the public, family members, and others without prior approval, or the maintenance of a correspondence list. Outgoing mail is placed in mailboxes located in the housing units. Outgoing mail will be inspected by staff, and must be unsealed when deposited in the institution mailbox. The outgoing envelopes must have the inmate's name, registration number, and complete return address in the upper left hand corner. Do not abbreviate "Federal Correctional Institution Gilmer" or "Federal Prison Camp Gilmer."

All outgoing legal / special mail must be hand-delivered by the inmate to the Mailroom at established times. The inmate must have his identification card in his possession at that time. Special mail placed in the regular mailboxes in the units will be returned to the inmate.

Inmates will be responsible for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws.

Inmates may be placed on restricted correspondence status based on misconduct, or as a result of classification. The inmate is notified of this placement and has the opportunity to respond.

There is no mail service on weekends and holidays.

Incoming Correspondence

First class mail is distributed Monday through Friday (except holidays) by the evening watch officer in each housing unit. Newspapers and magazines may also be delivered at this time. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

Inmates are asked to advise those writing to them to put the inmate's registration number, and housing unit on the envelope to aid the prompt delivery of mail.

All inmate packages received at the institution must have prior authorization. Ordinarily, authorization for inmates to receive incoming packages will be limited to release clothing only.

Incoming Publications

The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or material addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive soft cover publications (paperback books, etc.) or hardcover publications and newspapers only from a publisher or a book club. Accumulation of publications will be limited to five magazines (not to be more than three months old) and to the amount which can be neatly stored in the locker provided in each room, because of sanitation and fire safety reasons. The Unit Manager may allow more space for legal publications upon request.

The Warden will reject a publication if it is determined to be detrimental to the security, good order, or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.

It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions.

It depicts or describes procedures for the brewing of alcoholic beverages or the manufacturing of drugs.

It is written in code.

It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.

It encourages or instructs in the commission of criminal activity.

It is sexually explicit material that by its nature or content poses a threat to the security, good order, or discipline of the institution.

Special Mail

"Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorneys' Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Department of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement officers, attorneys and representatives of the news media.

"Special Mail" also includes mail received from the following: President and Vice-President of the United States, Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other Federal law enforcement officers, U.S. Attorneys, State Attorney's General, Prosecuting Attorneys, Governors, U.S. Courts and State Courts.

Incoming special/legal mail will be picked up and signed for by unit staff on a daily basis. Unit staff will log all special/legal mail in the unit's designated log book. Unit staff will require that each inmate accepts and signs for each piece of mail received. Unit staff will sign as a witness and log the date/time the inmate receives his special/legal mail. This mail will be opened in front of the inmate and inspected for contraband. It will not be copied or read by staff. The front of the envelope must clearly indicate that the correspondence is "Special Mail" only to be opened in the presence of the inmate. Without adequate identification as "Special Mail," the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

Inmate Correspondence with Representatives of the News Media

An inmate may write, following Special Mail procedures, to representatives of the news media when specified by name and title.

The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

Correspondence Between Confined Inmates

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family (mother, father, sister, child, or spouse), or party in current/ongoing legal action (or a witness) in which both parties are involved. The following additional limitations apply.

Such correspondence will be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate).

The Warden at both institutions must approve the correspondence.

Rejection of Correspondence

The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity.

Examples include:

Material which is non-mailable under law or postal regulations.

Information of escape plots, of plans to commit illegal activities, or to violate institution rules.

Direction of an inmate's business (prohibited act 408). An inmate may not conduct a business while confined.

This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds which were legitimately his at the time of his commitment. For example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, the inmate may not operate a mortgage or insurance business while confined in the institution.

Notification of Rejection

The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

Change of Address/Forwarding of Mail

Inmates may obtain change of address cards from the institution mail room. These cards should be completed by inmates who are being released or transferred, to notify correspondents of a change in an address. Any general mail received after 30 days will be returned to the sender. "Special Mail" will continue to be forwarded for 60 days after the inmate's release or transfer.

Certified/Registered Mail

Inmates desiring to use certified, registered, or insured mail may do so at this facility. An inmate may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined. Scales and certified materials are available in the law library.

Telephones

Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. All inmate telephones are subject to monitoring, and recording. Inmates must contact their Unit Manager in writing to arrange an unmonitored attorney call. Disciplinary action will be taken against any inmate attempting to violate the Bureau of Prisons' telephone policy and procedures. There is no specific limit on the number of phone calls an inmate may make. It is expected that each inmate will handle his calls in such a manner which will allow the equal use of the phones by all inmates. Calls are limited to fifteen minutes in duration. Each inmate, unless on telephone restriction, is allowed 300 minutes of phone time per month. Telephones will not be used to conduct a business.

FCI/SCP Gilmer has the Inmate Telephone System (ITS). This system uses a Personal Access Code (PAC). You are allowed to have 30 approved numbers on your phone list. In order to use the system, you will have to transfer funds from your commissary account to your individual telephone account. There are telephones located in each housing unit for your use. No third party, credit card, 1-800, 1-900, 1-888, or 1-976 calls can be made on these lines. Collect calls can also be made to approved telephone numbers. Phone time will be transferred from your commissary account to your telephone account by use of the telephone. Forms for updating telephone numbers may be obtained from the Correctional Counselor. Once the ITS office receives and processes the form submitted by you through your Correctional Counselor, you will be given your SECRET PAC (nine digit) number. This will allow you to place a call by first entering the telephone number followed by your nine digit PAC number. Giving or selling your PAC number will result in disciplinary action. All calls are automatically terminated after fifteen minutes. Changes to your phone list may be made three times each month by submitting a request through your Correctional Counselor. You may submit your request anytime each month.

Visiting

Inmates are encouraged to have visits in order to maintain family and community ties. Visiting is limited to four adult visitors and two children per visit. Visiting hours at the FCI/SCP are from 8:00 a.m. to 3:00 p.m. on Friday, Saturday, and Sunday, and on Federal Holidays. Visiting may be limited to ensure equitable access to visiting facilities. Visits will be held on a point system. Each inmate is allotted twelve points per month. Each weekday visit will be assessed as one point per visit. Weekend visits will be assessed two points per visit. Holiday visits will be assessed two points, unless exempted by the Warden through a memorandum to the inmate population. Children under the age of 16 must be accompanied by a parent or guardian. Visitors age sixteen (16) and older will be considered adult visitors. Under-aged children must be monitored by a parent or guardian.

New inmates are asked to submit a visiting list to their Correctional Counselor for approval.

Relatives and friends may be approved after certain checks are made. Requests for approval for visitors should be made to your Correctional Counselor at least three weeks in advance of the intended visit.

Holdovers and Pre-Trial inmates may be limited to immediate family on their visiting list.

All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are allowed only upon arrival and departure.

Inmates must be properly dressed in order to be admitted to the Visiting Room. Clothing must be neat and clean (khaki uniforms for FCI inmates and green uniforms for SCP inmates). Inmates must wear the issued black institutional shoe-boots. Inmates who require a soft shoe will be issued soft shoes at the time of the visit, to be worn throughout the visit and then turned in at the end of the visit. These shoes are only to be used for visiting.

There are limits on the number and type of articles taken into the visiting room. Typical items taken into the Visiting Room by an inmate are limited to a comb, wedding band, prescription eyeglasses, a handkerchief, and religious medal. Coins, cigarettes, and items purchased in the Visiting Room may not be brought back into the institution by the inmate.

Visitors must be properly dressed. Shorts, mini skirts, halter tops, baseball caps, and other clothing of a suggestive or revealing nature will not be permitted in the Visiting Room. Additionally, sweatpants will not be permitted in the Visiting Room. Visitors shall also refrain from wearing clothing similar to the inmate clothing (tan pants and shirt if entering the FCI and green if entering the SCP). Footwear must be worn by all visitors.

Identification of Visitors

Identification is required for visitors. These may include a State Driver's License or State I.D. Card, or other official forms of identification with full names and signatures affixed. Birth certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and must be able to clear a walk-through metal detector without setting off the detector's alarm at the FCI. Visitors' purses, attorneys' briefcases, etc. may also be searched. Other personal articles belonging to visitors must be placed in lockers provided by the institution or may be left in their cars. Additionally, all visitors are subject to drug screening, using the ION Scan Drug Detector, prior to entering the institution. Any visitor refusing to submit to a scan or who fails the scanning, will be denied access into the institution.

Visitors are permitted to bring money into the Visiting Room to purchase items from the vending machines. Also, a reasonable amount of diapers, other infant care items, and sanitary napkins may be brought into the Visiting Room in a clear bag. No food may be brought into the Visiting Room.

Inmates are not allowed to receive either coins or money for their Commissary account while in the Visiting Room. Money for commissary accounts shall be sent through the mail, using a U.S. Postal Money Order.

No items may be exchanged in the Visiting Room without prior approval by the appropriate staff member.

Directions to FCI Gilmer: From north of Glenville, I-79 South to Exit 79, Route 5 toward Glenville. Approximately 12.5 miles, left turn across "IKE I. L. MORRIS" Bridge, continuing left to the institution. From south of Glenville, I-79 North to Exit 79, Route 5 toward Glenville. Approximately 12.5 miles, left turn across "IKE I. L. MORRIS" Bridge, continuing left to the institution.

Public Transportation: FCI Gilmer is located in a rural area. There is no local public transportation system within the city of Glenville.

ACCESS TO LEGAL SERVICES

Legal Correspondence

Legal correspondence from attorneys will be treated as "Special Mail" if it is properly marked. The envelope must be marked with the attorney's name and an indication he or she is an attorney and the front of the envelope must be marked "Special Mail - open only in the presence of the inmate." It is the responsibility of the inmate to advise his attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

Attorney Visits

Attorneys shall make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and the availability of staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

Legal Material

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be shown, but not given to the inmate during an attorney visit. This material will be treated in a similar manner as the "Special Mail" procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

Attorney Phone Calls

In order to make an unmonitored phone call with an attorney, the inmate must demonstrate to the Unit Team the need, such as an imminent court deadline and that communication with his attorney by other means is not adequate. Phone calls placed through the regular inmate phones are subject to monitoring.

Law Library

The Law Library is located in the Education Department, and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institutional Supplements, Indexes, and other legal materials. The Law Library is open during convenient non-working hours, including Saturdays. An inmate Law Library Clerk is available for assistance in legal research. Legal materials are also available to inmates in the Special Housing Unit.

Notary Public

Under the provisions of 18 USC 4004, Case Managers are authorized to witness documents. A recent change in the law allows a statement to the effect of papers which an inmate signs are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with the institution's notary public. Documents will be notarized staff once an Inmate Request to Staff Member is received.

Copies of Legal Material

In accordance with institution procedures, inmates may copy material necessary for their research or legal matters. A copying machine is available in the Education Department for inmate use for a nominal fee. Individuals who have no funds and who can demonstrate a clear need for particular copies, may submit a written request for a reasonable amount of free duplication.

Federal Tort Claims

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form by submitting an Inmate Request to Staff Member to their Unit Manager.

Freedom of Information/Privacy Act of 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request, or without the prior written consent of the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves shall be processed through the Freedom of Information Act, 5 USC 552.

Inmate Access to Central Files

An inmate may request review of disclosable portions of his central file (plus Presentence Report and/or Summary) prior to the individual's parole hearing. Institution staff will permit the review of the central file under procedures established locally.

Inmate Access to Other Documents

An inmate can request access to the "Non-Disclosable Documents" in his central file and medical file, or other documents concerning himself which are not in his central file or medical file, by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the records. The inmate must also provide his registration number and date of birth for identification purposes.

A request on the behalf of an inmate by an attorney, for records concerning the inmate, will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

Executive Clemency

The Bureau advises all inmates the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace which is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in "full" or "partial" depending on whether it absolves a person from all or a portion of the crime. A pardon may have conditions imposed upon it or it can be "absolute," which is without conditions of any kind. A pardon restores civil rights and facilitates the restoration of professional and other licenses which may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (reduction of sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned Case Manager for additional information regarding this program.

Commutation of Sentence

The Bureau also advises inmates on commutation of sentences. This is the form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms available from the assigned unit team. The rules governing these petitions are available in the Law Library.

Pardon

A pardon may not be applied for until the expiration of at least five years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control Laws, Income Tax Laws, Perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime, or crimes of a serious nature, a waiting period of seven years is usually required.

PROBLEM RESOLUTIONS

Inmate Request to Staff Member

The Bureau Form BP-Admin-70, commonly called a "Cop-Out," is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-Outs" may be obtained in the housing units from the Correctional Officer on duty or any Unit Team member on duty. Staff members who receive a "Cop-Out" will answer the request in a "reasonable" period of time. The answer will be written on the bottom of the request form or on a page attached to the "Cop-Out."

Administrative Remedy Process

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or "cop-outs." When informal resolution is not successful, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Inmate Accident Compensation and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy procedure is to attempt an informal resolution. If the issue cannot be informally resolved, the Correctional Counselor will issue a BP-229 (BP-9) form (usually within 48 hours of the time the inmate approached the employee with the problem). The inmate will return the completed BP-9 to the Correctional Counselor, who will deliver it to the Administrative Remedy Coordinator. The BP-9 complaint must be filed within 20 calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within this period of time. Institution staff has 20 calendar days to act on the complaint, and to provide a written response to the inmate. This time limit for the response may be extended for an additional 20 calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency, and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, and within 72 hours from the receipt of the complaint.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within 20 calendar days from the date of the BP-9 response. The Regional Appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-9 form, and response attached. The Regional Appeal must be answered within 30 calendar days, but the time limit may be extended an additional 30 days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form, and must have copies of the BP-9, and BP-10 forms with responses. The BP-11 form may be obtained from the Correctional Counselor. The National Appeal must be answered within 40 calendar days, but the time limit may be extended an additional 20 days if the inmate is notified.

In writing a BP-9, BP-10, or BP-11, the form should contain the following information:

Statement of Facts
Grounds for Relief
Relief Requested

Time Limits (in calendar days) for Filing:

BP-9: 20 days of incident
BP-10: 20 days from BP-9 response
BP-11: 30 days from BP-10 response

Response

BP-9: 20 days
BP-10: 30 days
BP-11: 40 days

Extensions

BP-9: 20 days
BP-10: 30 days
BP-11: 20 days

Sensitive Complaints

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees the complaint is sensitive, it shall be accepted, and a response to the complaint will be processed. If the Regional Director doesn't agree the complaint is sensitive, the inmate will be advised in writing of the determination, and it will be returned. The inmate may then pursue the matter by filing a BP-9 at the institution.

DISCIPLINARY PROCEDURES

Discipline

It is the policy of the BOP to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC) and, for more serious violations, the Discipline Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations, and are provided copies of the Bureau's Prohibited Acts, as well as, local regulations.

Inmate Discipline Information

If a staff member observes or believes he has evidence an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report will ordinarily be delivered to the inmate within 24 hours of the time staff became aware of the inmate's involvement in the incident.

An informal resolution of the incident may be attempted by staff member for 300 and 400-level incidents. If an informal resolution is accomplished, the incident report will not be placed in the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest severity category. Violation in the greatest severity category must be forwarded to the DHO for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

Initial Hearing

Inmates must ordinarily be given an initial hearing within three work days of the time staff became aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension more than five days. The inmate must be provided, in writing, reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the DHO for final disposition.

Discipline Hearing Officer (DHO)

The Discipline Hearing Officer (DHO) conducts disciplinary hearings on violations in the greatest severity category. The DHO may not act on a case which has not been referred by the UDC. The Correctional Supervisor conducts periodic reviews of inmates in Disciplinary Segregation.

An inmate will be provided with advance written notice of the charges not less than twenty-four (24) hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him, if requested. An inmate may make statements in his own defense, and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing.

Inmates may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness to answer to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

Appeals of Disciplinary Actions

Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. UDC appeals are made to the Warden (BP-9). DHO appeals are made to the Regional Director (BP-10). The complete Administrative Remedy procedure may be utilized. On appeal, the following items will be considered.

- Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
- Whether the UDC or DHO based its decision on substantial evidence.
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative.

Special Housing Unit Status

There are two categories of special housing: Administrative Detention and Disciplinary Segregation. Administrative Detention separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending investigation or trial for a criminal act, is pending transfer, for protection or has finished confinement in Disciplinary Segregation. Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with a blanket, a mattress, a pillow, toilet tissue, and shaving utensils.

Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a reasonable amount of nonlegal reading material. Inmates in Disciplinary Segregation shall be seen by a member of the Health Services staff daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

RELEASE

Sentence Computation

The Inmate Systems Department is responsible for the computation of inmate sentences. An inmate will be given a copy of his sentence computation after it is prepared. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, are resolved by staff upon inmate request for clarification or during Records Office open house hours which are posted on the institution bulletin boards.

Fines and Costs

In addition to jail time, the court may impose committed or non-committed fines and/or costs. Committed fines mean the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payments for a non-committed fine or cost are not required for release from prison or transfer to a contract community correction center.

Detainers

Warrants (or certified copies of Warrants) based on pending charges, overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important the inmate initiate efforts to clear up these cases to the best degree he can.

Case management staff may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances. Federal and state detainers may be quickly processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all detainers based on pending charges which have been lodged against an inmate by a "member" state, including the U.S. Government, regardless of when the detainer was lodged. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney because, in some states, the detainer notice may start the time running for a Speedy Trial Act agreement.

Parole

Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his full term.

Federal inmates sentenced prior to 1987 are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXEMPTIONS: inmates sentenced before September 6, 1977 and inmates with a minimum parole eligibility of ten years). Inmates sentenced in the District of Columbia Superior Court who are eligible for parole will normally receive a parole hearing 180 days prior to their parole eligibility date. If the inmate chooses not to appear before the Parole Board for the initial hearing, a waiver must be given to the Case Manager prior to the time of the scheduled parole hearing. This waiver will be made part of the Parole Commission file, and the inmate's central file.

All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a parole hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings at most Bureau institutions every two months.

Applications to the Parole Commission for a hearing are the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiner must be confirmed by the Regional Office of the Parole Board. This confirmation usually takes three to four weeks, and is made through the mail on a form called a "Notice of Action." Federal inmates may appeal a decision made by the Parole Commission by obtaining the appropriate forms from the Case Manager. Inmates with a District of Columbia Superior Court case cannot appeal a decision made by the Parole Commission. If granted a presumptive parole date (a parole date more than six months following the hearing), a parole progress report will be sent to the Parole Board three to six months before the parole date.

Parole may be granted to a detainee or for the purpose of deportation. The inmate should have an approved residence, and an approved employer before being released on parole.

Release Planning

If granted parole by the U.S. Parole Commission, the Commission will require an approved parole plan prior to release. An approved parole plan, consists of an offer of employment, and a place to reside.

The job must pay at least a minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere (parents, wife, friend, YMCA, etc.) The proposed parole plan is thoroughly investigated by the U.S. Probation Officer, and must be approved.

The parole plan is part of the material which is submitted in connection with the parole hearing. The Unit Team submits the inmate's release plans to the U.S. Probation Officer approximately three to six months before the scheduled parole date.

Community Corrections Centers (CCC)

CCCs, commonly referred to as "halfway houses," provide suitable residence, structured programs, job placement, and counseling, while the inmate's activities are closely monitored. All CCCs offer drug testing and counseling for alcohol, and drug-related problems. During their stay, inmates are required to pay a subsistence charge to help defray the cost of their confinement; this charge is 25% of their gross income, not to exceed the average daily costs of their incarceration. Failure to make subsistence payments may result in disciplinary action.

These contract facilities, located throughout the United States, provide two program components: the Community Corrections Component, and the Prerelease Component.

CCCs provide an excellent transitional environment for inmates nearing the end of their sentences. The level of structure, and supervision assures accountability, and program opportunities in employment counseling, and placement, substance abuse, and daily life skills.

One reason for referring an inmate to a CCC is to increase public protection by aiding the transition of the offender back into the community. Participating in community-based transitional services may reduce the likelihood of an inmate with limited resources from recidivating, whereas, an inmate who is released directly from the institution to the community may return to a criminal lifestyle. While clearly dangerous inmates should be separated from the community until completing their sentences, other eligible inmates should generally be referred to CCCs to maximize the chances of successful reintegration into society.

GOOD CONDUCT TIME (New Law)

Sentencing Reform Act

This applies to inmates sentenced for an offense committed on or after November 1, 1987 but prior to September 13, 1994. The Sentencing Reform Act became law November 1, 1987. The two most significant changes in the sentencing statutes deal with Good Time and parole issues. There are no provisions under the new law for parole. The only Good Time available will be 54 days of good conduct time for each full year served. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no statutory Good Time or Extra Good Time for inmates being sentenced for crimes committed after November 1, 1987.

Violent Crime Control Law Enforcement Act

This applies to inmates sentenced for an offense committed on or after September 14, 1994, but prior to April 25, 1996. A prisoner (other than a prisoner serving a sentence for a crime of violence) who is serving a term of imprisonment shall receive credit toward the service of the prisoner's sentence of 54 days at the end of each year of the prisoner's term of imprisonment, unless the Bureau of Prisons determines that, during that year, the prisoner has not satisfactorily complied with such institutional disciplinary regulations as have been approved by the Attorney General and issued to the prisoner. A prisoner who is serving a term of imprisonment of more than one (1) year for a crime of violence, other than a term of imprisonment for the duration of the prisoner's life, may receive credit toward the service of the prisoner's sentence, beyond the time served, of up to 54 days, subject to determination by the Bureau of Prisons that, during that year, the prisoner has displayed exemplary compliance with such institutional disciplinary regulations. Credit toward a prisoner's service of sentence shall not be vested unless the prisoner has earned or is making satisfactory progress toward a high school diploma or an equivalent degree.

Prison Litigation Reform Act

When considering good conduct time for an inmate serving a sentence for an offense committed on or after April 26, 1996, the Bureau shall award:

- (1) 54 days credit for each year served (prorated when the time served for the sentence during the year is less than a full year) if the inmate has earned or is making satisfactory progress toward earning a GED credential or high school diploma, or
- (2) 42 days credit for each year served (prorated when the time served by the inmate for the sentence during the year is less than a full year) if the inmate has not earned or is not making satisfactory progress toward earning a GED credential or high school diploma.

Good Conduct Time awarded after the date of enactment of the Prison Litigation Reform Act shall vest on the date the prisoner is released from custody.

GOOD TIME (Old Law)

Good Time

Good Time awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence—that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of Good Time does not in itself advance the offender's release date. It has this effect only if the offender would not otherwise be paroled before the mandatory date.

The behavior for which Good Time is awarded may also be considered by the Parole Commission in setting a parole date. This is not always done; however, even when it is, the extent of the benefit to the offender may not be equivalent to the Good Time earned.

Statutory Good Time

Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

- Not greater than one year - five days for each month of the not less than six months or more than one year sentence.
- More than one year, less than three years - six days for each month of the stated sentence.
- At least three years, less than five years - seven days for each month of the stated sentence.
- At least five years, less than ten years - eight days for each month of the stated sentence.
- Ten years or more - ten days for each month of the stated sentence.

At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

If the sentence is for five years or longer, 18 USC 4206 {d} requires the Parole Commission to release an offender after he has served two-thirds of the sentence, unless the Commission determines he has seriously violated Bureau of Prisons rules or regulations or there is a reasonable probability he will commit a crime. For offenders serving sentences of five to ten years, this provision may mandate release before the date established by subtracting good time from the sentence.

Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly six months; a shorter period does not qualify for good time under the statute, and a longer period cannot be a part of a split sentence.

Extra Good Time

The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service, or for performing duties of outstanding importance, or for employment in an industry or camp. An inmate may earn only one type of good time award at a time (e.g., an inmate earning industrial or Camp good time is not eligible for meritorious good time), except a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the Discipline Hearing Officer may forfeit or withhold extra good time.

The Warden may disallow or terminate the awarding of any type of Extra Good Time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The Discipline Hearing Officer may disallow or terminate the awarding of any type of Extra Good Time, (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the award to recommence. A "disallowance" means an inmate does not receive an Extra Good Time award for only one calendar month. A "disallowance" must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which Extra Good Time has been disallowed or terminated.

Community Corrections Center Good Time

Extra good time for an inmate in a Federal or contract Community Corrections Center is awarded automatically beginning on arrival at the facility and continuing as long as the inmate is confined to the Center, unless the award is disallowed.

Camp Good Time

An inmate assigned to a camp is automatically awarded Extra Good Time, beginning on the date of commitment to the camp, and continuing as long as the inmate is assigned to the camp unless the award is disallowed.

Lump Sum Awards

Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of Extra Good Time. Such recommendations must be for an exceptional act or service which is not a part of a regularly assigned duty. The Warden may make lump sum awards of Extra Good Time of not more than 30 days. If the recommendation is for more than 30 days, and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

No award will be approved if the award would be more than the maximum number of days allowed less than 18 USC 4162. The actual length of time served on the sentence, including jail credit time, is the basis on which the maximum amount of the award is calculated. Any Extra Good Time already earned will be subtracted from this stated maximum. Staff may recommend lump sum awards of extra good time for the following reasons:

- An act of heroism.
- Voluntary acceptance and satisfactory performance of an unusually hazardous assignment.
- An act which protects the lives of staff or inmates or the property of the United States.
- This is to be an act and not merely the providing of information in custodial or security matters.
- A suggestion which results in substantial improvement of a program or operation, or which results in significant savings.
- Any other exceptional or outstanding service.

Good Time Procedures

Extra Good Time is awarded at a rate of three days per month during the first 12 months, and at the rate of five days per month thereafter (i.e., the first twelve months, as stated, means 11 months, and 30 days - Day for Day - of earning Extra Good Time before an inmate can start earning five days per month. For example, if an inmate was to stop working, transfer from Industry to an institution job, or if good time was terminated for any reason, the time the inmate is not earning good time does not count in the calculation of the first 12 months. If the beginning or termination date of an Extra Good Time award occurs after the first day of the month, a partial award of days is made. An inmate may be awarded Extra Good Time even though some or all of the inmate's statutory good time has been forfeited or withheld.

Extra Good Time is not automatically discontinued while an inmate is hospitalized, on furlough, out of the institution on a writ of Habeas Corpus, or removed under the Interstate Agreement on Detainers Act. Extra Good Time may be terminated or disallowed during such absences if the Warden finds the inmate's behavior warrants such actions. An inmate committed for civil contempt is not entitled to extra good time deductions while serving the civil contempt sentence. An inmate in an Extra Good Time earning status may not waive or refuse extra good time credits. Once Extra Good Time is awarded, it becomes vested and may not be forfeited or withheld or retroactively terminated or disallowed.

Conclusion

Hopefully this information will assist you during your incarceration, and help clarify any concerns which you encounter.

INMATE RIGHTS AND RESPONSIBILITIES

<u>RIGHTS</u>		<u>RESPONSIBILITIES</u>	
1.	You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.	1.	You have the responsibility to treat others, both employees and inmates, in the same manner.
2.	You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2.	You have the responsibility to know and abide by them.
3.	You have the right to freedom of religious affiliation, and voluntary religious worship.	3.	You have the responsibility to recognize and respect the rights of others in this regard.
4.	You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.	4.	It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5.	You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.	5.	It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6.	You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)	6.	You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7.	You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7.	It is your responsibility to use the services of an attorney honestly and fairly.
8.	You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.	8.	It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9.	You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.	9.	It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10.	You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.	10.	You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11.	You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.	11.	You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

-- NOTES --

**[TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE
GREATEST CATEGORY]**

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

CODE	PROHIBITED ACTS	SANCTIONS	
100	Killing	A.	Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B.	Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	B.1	Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C.	Disciplinary Transfer (recommend).
		D.	Disciplinary segregation (up to 60 days).
		E.	Make monetary restitution.
		F.	Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed).
		G.	Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).]

[TABLE 3 (Cont'd)]
GREATEST CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	Sanctions A-G]
105	Rioting	
106	Encouraging others to riot	
107	Taking hostage(s)	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity.	

[TABLE 3 (Cont'd)]
GREATEST CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
198	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	Sanctions A-G]
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	

[TABLE 3 (Cont'd)
HIGH CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	A. Recommend parole date rescission or retardation.
201	Fighting with another person	B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
202	(Note to be used)	
203	Threatening another with bodily harm or any other offense	
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
205	Engaging in sexual acts	C. Disciplinary Transfer (recommend).
206	Making sexual proposals or threats to another	D. Disciplinary segregation (up to 30 days).
207	Wearing a disguise or a mask	E. Make monetary restitution.
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	F. Withhold statutory good time]
209	Adulteration of any food or drink	
210	(Not to be used)	
211	Possessing any officer's or staff clothing	

[TABLE 3 (Cont'd)]
HIGH CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS	
212	Engaging in, or encouraging a group demonstration	G.	Loss of privileges: commissary, movies, recreation, etc.
213	Encouraging others to refuse to work, or to participate in a work stoppage	H.	Change housing (quarters)
		I.	Remove from program and/or group activity
214	(Not to be used)	J.	Loss of job
215	Introduction of alcohol into BOP facility	K.	Impound inmate's personal property
216	Giving or offering an official or staff member a bribe, or anything of value	L.	Confiscate contraband
		M.	Restrict to quarters]
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes		
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value		
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)		

[TABLE 3 (Cont'd)
HIGH CATEGORY (Cont'd)]

CODE	PROHIBITED ACTS	SANCTIONS
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	Sanctions A-M]
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a breathalyser or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).	
298	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the High Severity nature.</u>) This charge is to be used only when another charge of the high severity is not applicable.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the High Severity nature.</u>) This charge is to be used only when another charge of high severity is not applicable.	

[TABLE 3 (Cont'd)]
MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent Exposure	A. Recommend parole date rescission or retardation.
301	(Not to be used)	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
302	Misuse of authorized medication	
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	
304	Loaning of property or anything of value for profit or increased return	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 15 days).
306	Refusing to work, or to accept a program assignment	E. Make monetary restitution.
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	F. Withhold statutory good time.]
308	Violating a condition of a furlough	
309	Violating a condition of a community program	
310	Unexcused absence from work or any assignment	
311	Failing to perform work as instructed by the supervisor	
312	Insolence towards a staff member	

[TABLE 3 (Cont'd)
MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
313	Lying or providing a false statement to a staff member.	G. Loss of privileges: commissary, movies, recreation, etc.
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	H. Change housing (quarters). I. Remove from program and/or group activity. J. Loss of job. K. Impound inmate's personal property. L. Confiscate contraband.
315	Participating in an unauthorized meeting or gathering	M. Restrict to quarters. N. Extra duty.]
316	Being in an unauthorized area	
317	Failure to follow safety or sanitation regulations	
318	Using any equipment or machinery which is not specifically authorized	
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Failing to stand count	
321	Interfering with the taking of count	
322	(Not to be used)	
323	(Not to be used)	
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
327	Unauthorized contacts with the public	
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization	

[TABLE 3 (Cont'd)]
MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less	Sanctions A-N]
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)	
332	Smoking where prohibited	
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).	
398	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of moderate severity is not applicable.	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of moderate severity is not applicable.	

[TABLE 3 (Cont'd)]
LOW MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS	
400	Possession of property belonging to another person	B.1	Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
401	Possessing unauthorized amount of otherwise authorized clothing		
402	Malingering, feigning illness		
403	Not to be used		
404	Using abusive or obscene language		
405	Tattooing or self-mutilation		
406	Not to be Used		
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	[E.	Make monetary restitution.
		F.	Withhold statutory good time.
		G.	Loss of privileges: commissary, movies, recreation, etc.
408	Conducting a business	H.	Change housing (quarters).
409	Unauthorized physical contact (e.g., kissing, embracing)	I.	Remove from program and/or group activity.]
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)		

[TABLE 3 (Cont'd)]
LOW MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS	
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list). *	J.	Loss of job.
		K.	Impound inmate's personal property.
		L.	Confiscate contraband.
		M.	Restrict to quarters.
		N.	Extra duty.
498	Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Moderate Severity nature.</u>) This charge is to be used only when another charge of low moderate severity is not applicable.	O.	Reprimand.
		P.	Warning.
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable.		

TIME LIMITS IN DISCIPLINARY PROCESS

→Staff becomes aware of inmate's involvement in incident

- ordinarily maximum of 24 hours -

→Staff gives inmate notice of charges by delivering Incident Report

- maximum ordinarily of 3 working days from the time staff become aware of the inmate's involvement in the incident
- excludes the day staff become aware of the inmate's involvement, weekends, holidays -

→Initial hearing w/the Unit Discipline Committee

- minimum of 24 hours (unless waived) -

→Discipline Hearing Officer (DHO) hearing

NOTE: These time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may reinstitute disciplinary proceedings at the same stage at which suspended. The requirements then begin running again, at the same point at which they were suspended.

